

# CIRA CSV Bulletin

OTCnet Release 2.0 brings changes to the Central Image Research Archive Comma Separated Value (CIRA CSV) Report. These changes enhance the OTCnet application and allow agencies to use the report more effectively. Agencies may need to take actions to prepare for these changes. This CIRA CSV Bulletin is designed to provide you with the information and resources necessary to prepare for these enhancements.

## CIRA CSV Report

The CIRA CSV is the Comma Separated Value report that provides a line item with detailed information about all check transactions.

## Upcoming Changes

In Release 2.0, the online search criteria for the CIRA Query is expanded to include four ACR parameters: ACR Type, ACR Reason Code, ACR Voucher Number and ACR Settlement Date.

The CIRA CSV Report includes the additional search parameters: ACR Type, ACR Reason Code, ACR ALC, ACR ALC+2, ACR Voucher Date, ACR Voucher Number, ACR Settlement Date, ACR Credit Indicator, ACR Amount, and Legal Transaction Amount.

The CIRA CSV file also display the following fields:

- |                   |                        |                             |
|-------------------|------------------------|-----------------------------|
| • ACR Type        | • ACR Voucher Date     | • ACR Amount                |
| • ACR Reason Code | • ACR Voucher Number   | • Legal Transaction Amount. |
| • ACR ALC         | • ACR Settlement Date  | • Voucher Date              |
| • ACR ALC+2       | • ACR Credit Indicator |                             |

If your agency uses the Multiple Classification Key (C-Key) feature, we have expanded the current accounting code field to include multiple accounting codes.

Additionally, a "SENSITIVE BUT UNCLASSIFIED" line is added at the top and at the bottom of the file. This new classification impacts how an agency handles the reports, as indicated in the *Agency Impact* section below. These new fields and lines impact the number of columns in the CIRA CSV Report.

## Agency Impact

Although all OTCnet Check Capture Agencies benefit from changes being made to the CIRA CSV Report, agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to take actions.

Agencies also need to take additional precautions when handling the CIRA CSV Report. OTCnet users should:

- **Safeguard reports** generated and only share these on a "need-to-know" basis
- **Avoid transferring reports** generated. If it is necessary to transfer a CIRA CSV Report, adhere to the "need-to-know" principle and perform the transfer in a secure fashion
- **Encrypt the data** before transferring it electronically and provide the encryption key to the recipient using a separate medium from the transfer method

## Actions Required

**Agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to adjust their file to account for the new columns in the CIRA CSV Report.**

If agencies do not take action, they wont be able to continue to use the CIRA CSV File to feed OTCnet data into a secondary system after Release 2.0 becomes available.

## Recommended Actions

After you adjust your file to account for the additional columns, the OTCnet Team recommends that you test the

changes made with a sample file. For your convenience, we have attached a sample file.

### New File Layout

The CIRA CSV file consists of multiple lines and is defined as follows:

- Each line is terminated by a carriage return followed by a new line (0D0A)
- The first five lines consist of header information and always exist. The Agency's item data begins on line six
- The file is terminated by an empty line followed by 0D0A

An example of the updated report is shown below:

A	B	C	D	E	F	G	H	I	J	K	L	M	
SENSITIVE BUT UNCLASSIFIED													
CSV Agency Detailed Item Report													
Wed Apr 02 02:49:34 EDT 2014													
TOTAL AMOUNT :		2025.65											
TOTAL NUMBER OF ITEMS :		12	ALC + 2	CAPTURE DATE	RECEIVED DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	ITEM TYPE	PROCESSING METHOD	BATCH ID
IRN	OTC ENDPOINT	5100000272	1/29/2014 10:48	1/29/2014 10:49	322271724	125	10604862	\$671.00	otcqef50	Personal	Customer Present	CCC00608-5C19-4988-9098-398C09829F0F	
9.98E+20	320	5100000272	1/29/2014 10:50	1/29/2014 10:49	322271724	125	10604862	\$672.00	otcqef50	Personal	Customer Present	CCC00608-5C19-4988-9098-398C09829F0F	
9.93E+20	320	5100000272	1/29/2014 10:54	1/29/2014 10:49	322271724	125	10604862	\$673.00	otcqef50	Personal	Customer Present	CCC00608-5C19-4988-9098-398C09829F0F	
9.92E+20	320	5100000432	1/29/2014 11:00	1/29/2014 12:01	243374221	949	858	\$1.01	otcqef50	Personal	Customer Present	8A7D039D-D962-4552-AF00-F5D40215ECA5	
2.31E+20	465	5100000432	1/29/2014 12:46	1/29/2014 12:54	71104731	3199	1327	\$1.03	otcqef50	Personal	Customer Present	890D2ACF-F130-4699-8558-98845948B731	
1.39E+19	465	5100000432	1/29/2014 12:59	1/29/2014 13:06	71104731	3199	1327	\$1.04	otcqef50	Personal	Customer Present	DC819B78-E2C0-4F91-9E51-4F46CE72F210	
2.01E+20	465	5100000432	1/29/2014 13:11	1/29/2014 13:18	55002707	8656	45784681	\$1.05	otcqef51	Personal	Customer Present	47A53E0C-39D9-451E-A12C-8AC7A110C520	
2.01E+20	465	5100000432	1/29/2014 13:26	1/29/2014 13:34	55002707	8656	45784681	\$1.06	otcqef51	Personal	Customer Present	1F62C345-9F62-43BA-8F0E-B1AC4658E27C	
1.39E+19	465	5100000432	1/29/2014 13:42	1/29/2014 13:49	71104731	3199	1327	\$1.11	otcqef51	Personal	Customer Present	7CED6E86-4860-46DC-8817-3D297939D523	
1.39E+19	465	5100000432	1/29/2014 13:39	1/29/2014 13:49	71104731	3199	1327	\$1.10	otcqef50	Personal	Customer Present	D1B2E760-81F3-4E02-9765-00FF52D6D83	
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
SETTLEMENT DATE	RETURN SETTLEMENT DATE	DEBIT VOUCHER NUMBER	DEPOSIT TICKET NUMBER	USER FIELD 1	USER FIELD 2	USER FIELD 3	USER FIELD 4	USER FIELD 5	USER FIELD 6	USER FIELD 7	USER FIELD 8	USER FIELD 9	
null	null	null	null	asdnm	Department	Department	null	null	null	null	null	null	
null	null	null	null	adns	Test1	Test1	null	null	null	null	null	null	
null	null	null	null	adjh	Test2	Test2	null	null	null	null	null	null	
null	null	null	null		Department	null	null	null	null	null	null	null	
null	null	null	null		Department	null	null	null	null	null	null	null	
null	null	null	null		Test1	null	null	null	null	null	null	null	
null	null	null	null		Test2	null	null	null	null	null	null	null	
null	null	null	null		null	null	null	null	null	null	null	null	
null	null	null	null		null	null	null	null	null	null	null	null	
null	null	null	null		null	null	null	null	null	null	null	null	
AO	AP				AQ	AR	AS	AT	AU				
USER FIELD 24	AGENCY ACCOUNTING CODE, DESCRIPTION, AND CLASSIFICATION				Voucher Date	ACR TYPE	ACR REASON CODE	ACR ALC	ACR ALC+2				
	11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99				1/29/2014 10:49	null	null	null	null				
null	BPD 1: BPD 1: 10.00				1/29/2014 10:49	null	null	null	null				
null	PNNL: TREAS: 50.00				1/29/2014 10:49	null	null	null	null				
OSTI M9X9500018: DOE Sponsored Software Foreign: 482.20;													
AV	AW	AX	AY	AZ	BA								
ACR VOUCHER DATE	ACR VOUCHER NUMBER	ACR SETTLEMENT DATE	ACR CREDIT INDICATOR	ACR AMOUNT	LEGAL TRANSACTION AMOUNT								
null	null	null	null	null	null								
null	null	null	null	null	null								
null	null	null	null	null	null								

### Additional Support

For additional details regarding these changes, please reference the *CIRA CSV Reference Guide*. Additionally, if you have any questions, please contact the OTCnet Deployment Team at 703-377-5586 or [FMS.OTCDeployment@citi.com](mailto:FMS.OTCDeployment@citi.com).